

Incident Reporting

A HELPFUL GUIDE FOR CPM PROGRAM SPONSORS

Incidents and accidents may involve minor to major physical injuries of participants and/or program staff, behavioral issues, hospital/doctor visits, or over-the-counter medication disbursement.

What does this look like in your program?

- What if a participant has a headache and asks for ibuprofen? That is an incident.
- What if a participant steps in a crack and tweaks their ankle and sits out of the next activity until it is feeling better? That is an incident.
- What if a participant throws a temper tantrum because they do not want to participate in an activity? That is an incident. What if the program director hits their head and suffers a concussion? That is an incident.
- What if a participant comes to a CPM staff member crying because they overhear other participants talking about them? That is an incident.

Incident Reports must be submitted to the University Youth Programs Office within 24 hours following the incident by the CPM Program Sponsor or his/her designee using the online CPM incident reporting form.

Incident reporting should be used to document the "Who? What? When? Where? and How?" of an incident, so be sure to be as thorough as possible when filling out each report.

The CPM incident reporting form is found on with your CPM Application on Stuact Online.

Reporting Child Abuse & Other Maltreatment

A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse, neglect, or other maltreatment by any person shall immediately make a report to local law enforcement and CPS along with filling out the CPM incident reporting form.

All programs should have a protocol to manage situations of reporting abuse or neglect to the authorities and communicate that plan to all staff. This plan should help staff learn how to have a positive impact on the participant, not to increase the trauma that the participant may experience if the reporting is handled poorly.

If you need assistance getting started creating a protocol for handling/reporting child abuse and other maltreatment, the Child Protection Training is a great resource and contact University Youth Programs.

